

## **Library Board of Trustees**

Durham County Library

August 19, 2002

Attending: Bessie Carrington, Chair; Ann Craver, Jackie Hall, Carl Hodges, Bob Otterbourg, Lauren Singdahlsen, Elsa Woods, Board members; Philip Cherry, Pam Jaskot, John McConagha, staff members.

Absent: William McKee, Richard DeGiacomo

The meeting was called to order at 3:35pm.

A motion was made to defer approval of the minutes until the next meeting. The motion was seconded and approved.

### **Communications:**

Resignations: Nancy Wardropper has resigned from the Board. Richard DeGiacomo, Director of the Bar Review of NC, parent, and regular customer of Southwest Branch was appointed as a new Board member. Robert Otterbourg, Lauren Singdahlsen and Bessie Carrington were all reappointed.

### **Finance Report**

The library expended \$267,000 less than what was budgeted for FY 02. The majority was accounted for in the personnel line, which was affected by the county budget freeze. Our budget is showing a start balance of \$5,904,623. Spending reports will be provided regularly. Staff will work on +- 5% review.

### **Committee Reports**

*Policies and Standards:* William McKee will share comments at the next meeting.

#### *Board Development & Evaluation*

Nominations Committee: Elsa Woods reported the committee met and selected a slate of officers. See the vote below.

*Director Evaluation:* William McKee met with Wendell Davis, Assistant County Manager, to review materials regarding the Director's evaluation. Mr. McKee will present a proposal at the next Board meeting.

Mrs. Carrington reviewed the importance of the relationship of the Strategic Plan and the Director's workplan. It is imperative to utilize the Strategic Plan when making tough decisions and evaluating opportunities. Mrs. Carrington suggested the strategic plan be placed on the Board's agenda and be evaluated regularly for progress.

*Board Self Evaluation:* Review was completed of the Board's workplan for last year. Accomplishments were made in developing the long-range plan, approving sites for new facilities, establishing budget priorities, initiate hiring of architects, and clarifying Board responsibilities. Areas not addressed were reviewing standards and board training. Mrs. Carrington will draft a new workplan to include monitoring the implementation of the long-range plan, cultivating relationships with the County Commissioners, marketing, reviewing standards and board training.

### **Old Business**

Site Acquisition: Library Administrative staff have met with the Durham Public School staff to reaffirm the central components of the land acquisition agreement. The land is adjacent to Carrington Middle School. The exact boundaries will be adjusted and negotiated depending on the architect's schematic design. On August 22, Hugh Olsteen, will present the proposal to the School Board for approval.

In closed session on 8/26 the County Commissioners will review the South Regional land request. The land includes 6.1 acres on Barbee Road. The land for the East Regional Branch is entering the review process for a special use permit.

Southwest Regional land acquisition is deadlocked.

Warren renovations need review by the facilities committee.

The five finalist Architect firms will present to the review committee on August 27 & 28. On August 22 there will be a presentation on the Warren renovations. The plan is to hire one architectural firm for North and East Regional and a different one for the Warren renovation.

Election of Officers : A motion was made to accept the nomination of Bessie Carrington, Chair; William McKee, vice-chair and Jackie Hall, secretary. No other nominations were made from the floor. The motion was seconded and approved.

### **New Business**

A committee will work on the Annual report.

Mrs. Carrington distributed the list of committees, asking each Board member to choose at least one.

### **Director's Report**

Mr. Cherry presented a written director's report and thanked the staff for their warm welcome.

John McConagha will provide policy changes to address food in the meeting rooms.

Elsa Woods reported the Friends are having their Fall Book Sale the weekend of September 27<sup>th</sup>.

A motion was made to adjourn. Motion was seconded and approved.